

**State Fiscal Year 2006 Revised/2007 Unified Planning Work Program**

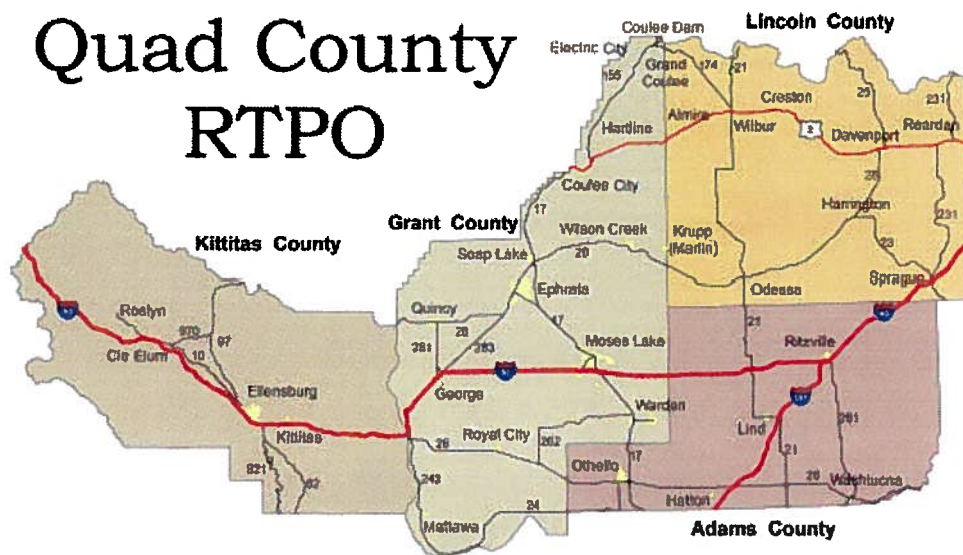
**For The**

**QUADCO RTPO**

**Period of**

**July 1, 2005 through June 30, 2007**

**Quad County  
RTPO**



**Approved By QUADCO Member Council April 21, 2006**

**Approved**

**QUADCO Chairperson**

**Date:**

22 July 2006

**Prepared By:  
QUADCO Member Council  
And  
Lincoln County Dept. of Public Works  
Lead Agency  
27234 SR 25 N  
Davenport, WA 99122**

**Tel: (509) 725-7041**

**Fax: (509) 725-4467**

## **EXECUTIVE SUMMARY**

The Unified Planning Work Program (UPWP) documents transportation planning activities in rural planning areas. UPWP's describe tasks to be accomplished and estimate the cost for these planning activities.

Each fiscal year (July 1 to June 30), the QUADCO Council prepares a Unified Planning Work Program (UPWP), which guides the QUADCO RTPO and summarizes transportation planning activities and priorities for the various agencies in the 4 County Region. It shows who will do planning studies, when the work will be completed, and what the final products and benefits will be.

This document consists of the combined planning activities and priorities for the remaining State Fiscal Year (SFY) 2006 and for SFY 2007.

The QUADCO RTPO Member Council prepares and adopts the UPWP and sign a contract with the Washington State Department of Transportation.

## **PURPOSE**

The purpose of the QUADCO RTPO is to provide continuing, cooperative, and comprehensive transportation planning process that provides continuity to organizational structure and maintain the regional transportation plan for Adams, Grant, Kittitas, and Lincoln Counties. Continue participation in a forum for cooperative decision-making by elected officials of the member agencies in order to maintain a comprehensive regional transportation planning process.

## **ORGANIZATION OF QUADCO**

The Quad County Regional Transportation Planning Organization (QUADCO RTPO) currently consists of 33 elected or designated officials of the cities, towns, and counties within the four county regions that have become signatories to the Inter-Local Agreement, with management vested in the **QUADCO Council**.

## **COMMITTEES**

- 1) A Transportation Advisory Board (TAB) is currently composed of 15 members with designated alternates specified by the QUADCO Bylaws. The Transportation Advisory Board shall meet as often as necessary to accomplish the assigned tasks of the Council. All subcommittees shall extend from the TAB unless specifically provided for by the QUADCO Council.
- 2) A Project Ranking Committee shall prioritize the region's transportation enhancement projects in accordance with the purposes and criteria established by the QUADCO Council.

## **FUNDING**

These programs are funded primarily with federal and state formula grants as they are made available. Many local agency planning projects must be completed totally or partially "out of pocket" due to limitations in funding.

## **WORK ELEMENTS**

The combined remaining SFY 2006 and SFY 2007 UPWP work program identifies four main core program elements:

- 1) Program Management;
- 2) Transportation Planning and Programming for the QUADCO Region  
Transportation Plan (RTP) - Work completed to maintain and update the RTP Plan;
- 3) Local Agency Transportation Planning Tasks and Project Support - Work elements selected annually by the Council to assist and support local agency transportation planning efforts;
- 4) Transportation Planning and Work Task elements required for QUADCO participation in the Washington Transportation Plan (WTP) Update.

### **1. PROGRAM MANAGEMENT**

Program Management are the tasks to be completed by Lead Agency to effectively administer, manage, monitor, coordinate and control the continuing federally-assisted transportation planning processes for the QUADCO RTPO.

#### **1. Planning**

The lead agency will provide management of the regional transportation planning process and coordinate UPWP activities with the TAB, QUADCO Council, AD HOC and other Committees formed as necessary to complete the work of the RTPO.

#### **2. Interagency Coordination**

The lead agency will coordinate all contacts with federal, state, local agencies, business and industry.

#### **3. Lead Agency Responsibilities**

- a. Will assist scheduling all QUADCO Council and TAB meetings, as well as all AD HOC, and subcommittee work assignments as necessary, to assist in review and decision-making processes on issues of significance to the RTPO.
- b. Will act as a central point of contact in obtaining, and distribution of information pertaining to RTPO issues.
- c. Provide opportunities for public participation to ensure public interests and concerns are discussed.

- d. Provide services necessary to implement the Transportation Enhancement program if funding is made available.
- e. Attend informational and training meetings related to RTPO issues.
- f. Participate and arrange for participation in WTP update process as needed to ensure regional inclusion within the plan.

4. Products

- a. Combined Revised SFY 2006, and SFY 2007 UPWP Program.
- b. Meeting and workshop agenda's, minutes, and reports.
- c. Correspondence and information sharing.
- d. Project Ranking report of TE program.
- e. 6 Year Regional Transportation Improvement Program for member agencies (*3 Year TIP for WSDOT regions*)
- f. Assist in development of guidelines for evaluation of GMA Transportation Elements of all municipal agencies in Grant and Kittitas Counties.
- g. Draft Create Policies and Bylaws as Directed by the Council.
- h. Annual agreements with WSDOT

- 5. Coordinate and act as repository for the RTPO's regional Six Year Transportation Improvement Program from all agencies within the RTPO.

Program Management/Lead Agency Expenses	Approved
Lincoln County - Lead Agency Expenses (06 RTPO 10% of Remaining)	7,972.00
Lincoln County - Lead Agency Expenses (07 RTPO 10% of allocation)	9,387.00
Estimated Outstanding Lead Agency Expenses from Kittitas County	500.00
<b>TOTAL</b>	<b>17,859.00</b>

## 2. RTP MAINTENANCE AND UPDATE

The work to be completed under this category may be completed by a combination of Member Agencies, Committees, Lead Agency, and/or a hired Consultant working under the guidance of the QUADCO Council as overseen by Lead Agency staff.

The work and tasks to be completed under this work element may include but not necessarily extend or be limited to WSDOT guidance and the Federal Planning Emphasis Areas (FTA) as outlined in the Federal Register.

### WSDOT GUIDANCE AREAS TO BE CONSIDERED:

- 1. Review and ensure consistency between local comprehensive plans and the QUADCO RTP. Fulfill requirements of (RCW 47.80.023 as may apply to the QUADCO Region). The focus of this work may include:
  - Inclusion of "transportation facilities and services of statewide significance" (RCW 47.06.140) and their improvements in regional and local plans, and as adopted in the Washington Transportation Plan (WTP)

- Review of level of service methodologies used by cities and counties planning under chapter 36.70A RCW to promote a consistent regional evaluation of transportation facilities and corridors
  - Periodic updates, from local governments, on what impacts are expected to state highways from future land use changes
2. Complete Biennial review of the QUADCO RTP for currency and to forward the adopted plan and documentation of the biennial review to the WSDOT Policy Development & Regional Coordination Branch. (RCW 47.80.030).
  3. Develop the QUADCO six-year Transportation Improvement Program (TIP) for inclusion as attachment to the RTP annual update and submit to appropriate region WSDOT and Highways and Local Programs Office's.
  4. Review and determine QUADCO requirements and/or involvement that may be necessary to be in compliance with Intelligent Transportation System Architecture (ITS).

#### FEDERAL PLANNING EMPHASIS AREAS (FTA) TO BE CONSIDERED:

FTA has identified five key themes as Planning Emphasis Areas (PEAs) to insure consistent themes in transportation planning for the SFY 2007 UPWP. These are:

- (1) Incorporating Safety and Security in Transportation Planning;
- (2) Participation of Transit Operators in Metropolitan and Statewide Planning;
- (3) Coordination of Non-Emergency Human Service Transportation;
- (4) Planning for Transit Systems Management/Operations to Increase Ridership;
- (5) Support Transit Capital Investment Decisions through Effective Systems Planning.

1. Incorporating Safety and Security in Transportation Planning: SAFETEA-LU has expanded emphasis on safety and security as individual factors in planning processes. The types of planning work activities addressed under this emphasis area may include education, training, and development/application of analytical processes related to addressing safety and security in planning on a systematic basis, and development and use of approaches to considering safety and security in setting implementation priorities in plans and programs. The "security" component of this emphasis area refers to both maintaining the personal security of transportation system operators and users, as well as strategies for system operations that support the "homeland" security of localities, regions, States, and the nation. Coordinated approaches to the training of operators, deployment of communications and control technologies, and general coordination of emergency preparedness are among the types of planning activities that fall under this category.

A high-profile theme that spans both security and safety is disaster planning. In particular, areas that are vulnerable to disasters of either man-made or natural origin are encouraged to consider including disaster planning work activities into the UPWP.

Examples of planning-related disaster planning activities may include all stages of emergency preparedness planning—ranging from preparing multimodal evacuation

plans before a possible event, to strategies for bringing emergency supplies and relief aid to affected areas after the event.

**2. Participation of Transit Operators in Statewide Planning:** SAFETEA-LU expands the mandate and opportunities for transit operator participation in multimodal transportation decision-making through Statewide and Metropolitan planning. This PEA outlines a set of strategies for realizing the full potential and benefits of multimodal decision-making.

Planning activities that support this emphasis area are (a) establishing program, project, and technical advisory committees that include representation and active participation by transit operators, (b) developing and monitoring transportation system performance indicators that include measures that involve public transportation, (c) ensuring that travel forecasting methods are sensitive to policies affecting the full range of modal options and that transit ridership forecasts have been validated and are credible, and (d) using criteria for setting project priorities for inclusion in plans and programs that are mode-neutral.

**3. Coordination of Non-Emergency Human Service Transportation:** SAFETEA-LU provides expanded program authority and funding opportunities to provide transit service to individuals with job access and specialized transportation needs. These programs, Special Needs of Elderly Individuals and Individuals with Disabilities, Job Access and Reverse Commute, and New Freedom, all require extensive coordination, including preparation of a locally-developed coordinated human service-transportation plan as the basis for project-level funding decisions. The plan has to be developed by local area representatives of public, private, and nonprofit transportation human services providers, as well as involve participation by the public, including older adults, people with disabilities, and individuals with lower incomes.

Support of the emphasis area could involve a wide range of work activities in Statewide planning, including forming and hosting meetings of a committee of non-emergency service providers, assemblage of a base-year ridership profile of service users and forecasting future usage, and incorporating these programs into the public involvement programs of States and RTPO's.

**4. Planning for Transit Systems Management/Operations to Increase Ridership:** FTA's Strategic Business Plan has a goal calling for an annual increase in passenger miles, discounted for employment. Work activities in Statewide and Metropolitan planning to address this emphasis area include such efforts as: (a) Convene a system operators coordinating committee to identify issues, share solutions, and establish an ongoing framework for coordination, (b) develop analytical tools and expertise in assessing the impacts of operational strategies, both in conjunction with, and as alternatives to, capital investments, (c) facilitate improved understanding and deployment of advanced technologies to improve the operational efficiency of systems, and (d) improve the tracking, analysis, and use of operational performance data in transportation plan and program development.

**5. Support Transit Capital Investment Decisions through Effective Systems Planning:** System planning to address the following three planning activities for quality and credibility of major transit investment proposals.

(a) Data, Technical Tools, & Analysis: Tasks may include ongoing collection of systems usage and performance to understand current travel behavior, training for staff to improve their technical skills and expertise.

(b) Regional Needs Identification & Corridor Prioritization: Systems planning identifying corridors with needs in accordance with a set of performance measures and establishing priorities among the corridors for further analysis. Collect valid, current, and comprehensive data to understand transportation problems in the region; the identification of regional transportation problems and their causes through data collection, analysis, and forecasting as the basis for determining local conditions.

(c) Financial Planning: Sound financial planning using credible assumptions, for revenues, expenses, inflation, and realistic project implementation schedules. Consideration of recapitalization and ongoing expenses of operating and maintaining (O&M) existing systems over the long-term (next 20 years). Development of cost model for transit O&M expenses. Careful estimation of capital and operating costs, risk management analysis, and estimates to consider for new systems.

General Categories that may also be implemented through various work components are:

1. Data Collection pertinent and specific to the RTP Update.
2. Incorporate Six-Year Regional Transportation Improvement Program into RTP
3. Identify and update current deficiencies related to the RTP.
4. Identify local land use policies in Grant and Kittitas regions that impact state highways.
5. Develop general policy guidelines for addressing current and future issues as they relate to the RTP.

Products may include:

- a. Current update to the RTP in line with WSDOT and Federal guidance as appropriate and applicable.
- b. Data collection pertinent to a viable RTP update.
- c. Studies and information contributory to the RTP update.

See FY 06-07 UPWP Financial Summary Spreadsheet "B" for Allocation of Funds
---

### **3. LOCAL AGENCY PLANNING TASKS/WORK/STUDIES - COUNCIL SELECTIONS**

The work to be completed under this category consists of local agency projects selected by the council to fulfill short-term planning needs for the RTPO. The projects selected are those which qualify to address immediate issues within the QUADCO Region. The projects will be completed by member local agencies. The following is a list of the projects selected for completion under the 2006 UPWP, and those proposed for selection under a revised 06 - 07 UPWP.

SFY 2006 UPWP Project Selections

Agency Name	Amount Requested SFY 06	Amount Authorized
City of Royal City	\$17,500	\$17,500
City of Harrington	\$7,500	\$7,500 (Project Complete) Balance of \$ 0.00

**SFY 2006 Revised and Proposed 2007 Planning Projects:**

Planning Projects	Description	Amount Authorized
QUADCO	WTP-RTP Updates	79,063.07
Lincoln County	Purchase MobilMapper/Software for Transportation Data Collection	3,000.00
Lincoln County	Freight and Goods/Safety Study	10,000.00
Moses Lake	Upgrade GIS Purchase Rover/Computer/Software	35,000.00
Othello	Scootney Street Feasibility Study	11,000.00
Quincy	Comprehensive Transportation Plan Study	30,000.00
Ritzville	Smitty's Blvd Conceptual Sidewalk Design	7,500.00
Soap Lake	Traffic Study for Access To Lava Lamp Park	9,700.00

See FY 06-07 UPWP Financial Summary Spreadsheet "B"

#### **4. WTP UPDATE PROCESS**

The work to be completed under this category may be completed by a combination of Member Agencies, Committees, Lead Agency, and/or a hired Consultant working under the guidance of the QUADCO Council as overseen by Lead Agency staff.

Work may include, but not necessarily be limited to participation and work in development and review of the proposed WTP Areas of Targeted Investment by Issue Area including:

- Participation in development and review of proposed WTP Areas of Targeted Investment by Issue Area including:
  - Preservation
  - Safety
  - Transportation Access
  - Economy/Jobs
  - Moving Freight
  - Health and Environment
  - System Efficiency
  - Bottlenecks and Chokepoints
  - Future Visions
- Participate in on-going program workshops and meetings with WSDOT and the Transportation Commission



- Participate in prioritization workshops with WSDOT and the Transportation Commission
- Review of draft and final 10-year investment plans

Continue participation in WTP update activities that may carry over from SFY 2006,

including:

- Review and comment on materials prepared by others to be used in the plan
- Participation at meetings in support of the plan and background papers
- Coordination with Cities, Counties, Ports and other local and regional transportation agencies to develop data and prioritize regional needs for the WTP including:
  - County Road and City Street needs
  - Transit needs
  - Airport needs
  - Non-motorized needs
  - Port, marine/riverine navigation, and other freight needs
- Participation in the WTP public involvement process including development, promotion and hosting of WTP Public Forums for your region
- Consultation with WSDOT in development of performance measures to track plans accomplishments
- Coordination of your regional transportation plan (RTP), when updated, with the themes, schedules, and programs identified in the WTP (Comparison of the RTP to the WTP and adjustment of the RTP to achieve general statewide consistency with the goals and schedules in the WTP)
- Communicate with and educate legislators and other decision makers in the QUADCO region on the WTP

See 06-07 UPWP Financial Summary Spreadsheet "B"

Estimated carryover to 2007 and again to 2008 UPWP is \$8,431 of the remaining STP Funds

\* Lead Agency expenses may not exceed 10% of total expenses per Inter-Local Agreement

## **FINANCIAL SUMMARY**

**A. See Attached Spreadsheet "A" - SFY 2006 UPWP Status Summary/Amendment (Actual) SFY Period July 1, 2005 to June 30, 2006**

**B. See Attached Spreadsheet "B" - SFY 06 - 07 UPWP Financial Summary - Carryover/Revenues/Expense s Approved Budget for SFY Period July 1, 2006 to June 30, 2007.**

# QUADCO RTPO

## FY 2006 UPWP - Financial Summary As Approved

	FUNDING	BILLED TO DATE ALLOCATED	
Revenue:			
FY 2005 Carryover (STP FUNDING)	0.00	8431.00	Will Carry Forward
FY '06 RTPO Allocation (Actual)	92,855.00		
FY '06 WTP Allocation (Actual)	23,512.00		
			Total Funds
Total Revenue	116,367.00		116,367.00
2006 UPWP Projects	Budgeted	Billed To Date	Allocated
Program Management (Lead Agency - Kittitas County)	6,000.00	4,941.90	1,058.10
Plan Maintenance (Lead Agency)	1,000.00	689.03	310.97
Lead Agency Total Allocation	7,000.00	5,630.93	1,369.07
<u>Approved SFY 2006 Projects</u>			
a City of Harrington	7,500.00	7,500.00	0.00
b City of Royal City	17,500.00	0.00	17,500.00
c Member Agency Plan Maintenance	1,000.00	0.00	1,000.00
Plan Maintenance Totals	26,000.00	7,500.00	18,500.00
Total Expenses	33,000.00	13,130.93	19,869.07
Remaining Balance of 06 - RTP Funds	\$79,724.07		
Remaining Funds Allocated to Projects/Work	\$19,869.07		
And this amount was never allocated	\$59,855.00		
Plus			
Remaining Balance of 06 - WTP Funds	\$23,512.00		
Total Available 06 funds	\$83,367.00		

As of this date there is \$59,855.00 in available 06 - RTP funds (never allocated)

As of this date there is \$23,512.00 in available 06 - WTP funds (never spent)

As of 02/10/2006 there was only \$1369.10 remaining allocation for Lead Agency Expenses

Lead Agency proposes to transfer \$1000.00 allocation for Member Agency Plan Maintenance to Program Management and is requesting the Council approve a minimum of 10% of all remaining available funds be allocated for Program Management (Lead Agency Expenses).

See proposed 06-07 UPWP Financial Summary

# QUADCO RTPO

## FY 06/07 UPWP - Financial Summary

	FUNDING	STP To Carry forward
Revenue:		
FY '06 & '07 Carryover (STP FUNDING)	0.00	\$8,431.00
FY '06 RTPO Allocation (Remaining Funds)	79,724.07	
FY '07 RTPO Allocation (Estimated)	93,874.00	
FY '06 WTP Allocation (Actual)	23,512.00	
FY '07 WTP Allocation (Estimated)	23,512.00	
<b>Total Revenue</b>	<b>220,622.07</b>	<b>8,431.00</b>
PROPOSED 06-07 UPWP PROJECTS/WORK ITEMS	AMOUNT REQUESTED	DATE FUNDS ARE AVAILABLE
PROGRAM MANAGEMENT		
Lincoln County - Lead Agency Expenses (06 RTPO 10% of Remaining)	7,972.00	<u>Now to 06/30/2007</u>
Lincoln County - Lead Agency Expenses (07 RTPO 10% of allocation)	9,387.00	07/01/2006 to 06/30/2007
Estimated Outstanding Lead Agency Expenses from Kittitas County	500.00	<u>Now to 06/30/2007</u>
<b>Lead Agency Total (17 Month Period from 02/10/2006 to 06/30/2007)</b>	<b>17,859.00</b>	
<u>APPROVED SFY 2006 PROJECT (BEING COMPLETED)</u>		
a 06- Royal City - Needs Assessment Study (In Process)	17,500.00	<u>Now to 06/30/2007</u>
<u>PROPOSED SFY 06/07 PROJECTS</u>		
b QUADCO - Hire Consultant for RTP/WTP Updates (Estimate \$79,063.07) May Include Member Agencies Work/Involvement in Updates i.e. (collecting providing data/information/copies/etc.)		
06 WTP Funds	23,512.00	<u>Now to 06/30/2007</u>
07 WTP Funds	23,512.00	07/01/2006 to 06/30/2007
06 RTP Funds	3,602.07	<u>Now to 06/30/2007</u>
07 RTP Funds	28,437.00	07/01/2006 to 06/30/2007
		<u>79,063.07</u>
c Lincoln County - Purchase MobilMapperUnit/Software	06 RTP Funds 3,000.00	<u>Now to 06/30/2007</u>
d Lincoln County - Freight/Safety Study	07 RTP Funds 10,000.00	07/01/2006 to 06/30/2007
e Moses Lake - Purchase Rover/Computer/Software	07 RTP Funds 35,000.00	07/01/2006 to 06/30/2007
f Othello - Scootney St. Feasibility Study	06 RTP Funds 11,000.00	07/01/2006 to 06/30/2007
g Quincy - Comp.Transportation Planning Study	06 RTP Funds 30,000.00	<u>Now to 06/30/2007</u>
h Ritzville - Smitty's Blvd Conceptual Sidewalk Design	06 RTP Funds 7,500.00	<u>Now to 06/30/2007</u>
i Soap Lake - Lava Lamp Transportation Planning	06 RTP Funds 9,700.00	<u>Now to 06/30/2007</u>
<b>Plan Maintenance Totals (Projects)</b>	<b>202,763.07</b>	
<b>Total Expenses</b>	<b>220,622.07</b>	
<b>Remaining Balance</b>	<b>\$0.00</b>	
NOTE: (\$53,802.07 Remaining 06 UPWP funds available Now through June 30,2006)		<b>As Approved 04/21/2006</b>